

APPENDIX B

UNIT AIRLIFT AFFILIATION, LOAD PLANNER CERTIFICATION

A. AFFILIATION PROGRAM

(Program references: Air Mobility Command Instruction 10-202 Volume 4, Contingency and Wartime Mobility Airlift Operations Management, Air Mobility Command Affiliation Workbook 36-101, Volume 1, Equipment Preparation Course, and Air Mobility Command Affiliation Workbook 36-101, Volume 2, Airlift Planners Course.

1. For the purpose of this regulation, affiliation is defined as the relationship between an Air Mobility Control Unit (AMCU) and designated airlift users throughout the Department of Defense (DOD). The affiliation program is designed to develop an understanding of each unit's mission and to promote coordination between air mobility managers and airlift users at all levels. The objectives of the program are:
 - a. To provide a joint load planner training and certification program designed to enhance the ability of United States (US) forces to plan and execute a rapid and efficient movement by air.
 - b. To establish a liaison between the airlift manager and the moving agency to optimize airlift planning and execution.
 - c. To develop a mutual understanding and appreciation of the complexities of both air movement and the unit's activities to prepare for that movement.
 - d. To promote a joint load training certification in airlift mobility procedures thereby enhancing the capability for an immediate response to contingency airlift requirements. This certification enables the individual to sign Block 15a on the DD Form 2130 (See Appendix D) or the load planner block in Computer Aided Load Manifesting or Automated Air Load Planning Systems.
2. Headquarters (HQ) Air Mobility Command (AMC)/Mobile Command and Control Operations (A33M) Affiliation Manager is responsible for overall management of the Affiliation Certification Program. Each AMCU is responsible for executing the affiliation program with their HQ AMC/A33M assigned affiliates. Each DOD Service will ensure that an affiliation certification/training manager or validator is appointed at the major command or equivalent level. Affiliation program managers are responsible for:
 - a. Identifying, to HQ AMC/A33M, those units who require load planner certification.
 - b. Identifying, to HQ AMC/A33M, those Points of Contact (POC) for units to be affiliated.
 - c. Attending the HQ AMC affiliation program managers' conference.

Note: AMCU also includes Air Mobility Squadrons and Airlift Control Flights (ALCF), unless otherwise stated. All references to AMCU apply equally to both Air National Guard (ANG) and United States Air Force Reserve (USAFR) ALCFs. References to Tanker Airlift Control Elements apply equally to Mission Support Teams (MST) unless otherwise noted.

3. All DOD units desiring to become affiliated should forward their initial request to the affiliation certification/training manager or validator for Service approval. Once approved, the request must be forwarded to HQ AMC/A33M Affiliation Manager for final determination.
 4. Each affiliated unit will be assigned an affiliation category. Affiliation categories consist of Types I through VII. Types I, II, III, IV, align AMC active duty AMCU with active duty units. Type V units can be active duty or ANG and USAFR Component units. Normally these units will not meet the requirements for classroom training and certification. However these are units that have a wartime mission included in a Time-Phased Force Deployment Data, and because of this, they are entitled to an affiliation relationship. Types VI and VII designate USAFR and ANG units. Designation of an affiliation type designates the frequency and amount of training the user unit may require to maintain its deployment capability. It has no direct correlation with a unit's wartime or contingency mission. Class quotas for each type and prerequisites for each course of training ("Phase I, Equipment Preparation Course," and "Phase II Certification, Airlift Planners Course") are discussed in Paragraph B.2.a.-c. below. If units desire static load training, they must coordinate the request with their affiliated AMCU. They must also submit a request for aircraft at a Joint Airborne/Air Transportability Training (JA/ATT) planning conference 60 days in advance of the actual date desired. Static load training should be held in conjunction with equipment preparation training or planned unit/base mobility exercises. Class frequencies for each affiliation type are conducted as follows:
 - a. Type I-Training is authorized four times per Fiscal Year (FY).
 - b. Type II-Training is authorized two times per FY.
 - c. Type III-Training is authorized once per FY.
 - d. Type IV-Training is authorized only when the affiliated unit is scheduled to participate in known operations.
 - e. Type V-This category applies to units affiliated with HQ AMC/A33M and to units that may not have a classroom training requirement but have a wartime tasking and are entitled to an affiliated unit relationship.
 - f. Type VI-Training is authorized once per FY.
 - g. Type VII-Training is authorized only when affiliated unit is scheduled to participate in known operations.
- Note:** Special training needs for all types will be considered upon request but are subject to AMCU instructor availability and must be coordinated with HQ AMC/A33M.
5. HQ AMC/A33M Affiliation Manager and AMCU's will conduct command and staff orientation visits to affiliated units when initial affiliation occurs. They should take place as soon as possible after initial notification, but in no case will visits occur later than six months after affiliation, and always before the first scheduled training.
 - a. Orientation briefing should be attended by user unit Commanders (CDRs); logistics personnel; mobility officers and noncommissioned officers, Departure/Arrival Airfield Control Groups, United States Navy and United States Marine Corps embarkation personnel; and United States Air Force deployment control center personnel. During these visits, the

affiliation program is outlined in general terms with specific guidance on available training and certification, scheduling, and program policies and procedures.

- b. Each AMCU will provide assistance visits to their affiliated units during selected mobility or deployment exercises subject to the availability of AMCU personnel. During these visits, affiliation training team personnel will assist inspectors or participants at the affiliated unit CDR's discretion, depending on whether the exercise objective is oriented toward evaluation or instruction. Affiliation certification team personnel will determine if load plans are correct, note discrepancies, and assess equipment marshalling, preparation, and documentation procedures. On-the-spot instruction or correction may be provided at the discretion of the affiliated unit CDR. Affiliation certification team personnel will identify unsafe conditions or actions and intercede where necessary to prevent personal injury or damage to equipment. An "after-action" report will be written and provided to the supported unit CDR, the AMCU CDR, and to the HQ AMC/A33M Affiliation Manager.

B. AFFILIATION TRAINING AND CERTIFICATION

1. Affiliated Training Program POC. The affiliated unit POC is the focal point between the AMCU and the unit receiving the training and certification. The POC must ensure students have a valid need for the load planner training and certification. Also, the POC retains overall responsibility for coordinating unit training regardless of who is assigned the task of procuring facilities and equipment. (AMC/A33M web site: <https://private.amc.af.mil> then select Sub-Organizations, A3, DO Divisions, A33, A33M, and Affiliation)
2. Initial Training. Classroom instruction provides the central focus for the affiliation certification program and provides an informal working level forum for the exchange of information. Training is provided at the airlift user's facility and must meet AMCU standards for an effective classroom environment. One course taught in two phases provides the student with necessary knowledge to safely and efficiently plan unit airlift requirements.
 - a. Phase I (Equipment Preparation Course). This training is designed to educate personnel (E-4 and below) in the mechanics of preparing cargo, equipment, and personnel for cargo aircraft loading. Although this course is designed for individuals (E-4 and below) who will actually prepare, load, and tie down unit equipment, any unit individual may attend. All class members will be expected to participate in the total preparation and loading exercise.
 - (1) The course consists of 16 hours (two days) of academic instruction at the affiliates' home base. AMC Affiliation Workbook 36-101 Volume I and AMC Affiliation Workbook 36-101 Volume II, the standard AMC syllabus, lesson plan, and visual aids package are used to teach the course. Successful completion and receipt of the training certificate recognizes the student has been trained to prepare unit cargo for air shipment but does not authorize student to sign or validate aircraft cargo manifests.
 - (2) Although not absolutely necessary, units are encouraged to schedule a static load aircraft with Phase I training. Practical experience gained in preparing, marshalling, and loading an actual aircraft reinforces information presented in the academic portion.
 - (3) Unless a maximum number of students are previously coordinated with the AMCU responsible for administering training, a maximum of 50 students or a minimum of 10 are allowed for Phase I training.

- b. Phase II, (Airlift Planners Course). This is a load planner certification and is designed to educate unit movement officers and supervisory personnel (E-5 or above) in airlift planning and execution of joint combat airlift operations. Individuals not fitting within the rank structure may be admitted by submitting written verification from their CDR indicating they are active participants in the load-planning phase of airlift operations. Personnel attending this course must have a minimum retainability in the logistics duty position of one year. They must be totally committed to training and certification and not assigned additional duties or appointments that would cause absence from class or distract from the learning environment.
 - (1) The certification course consists of 48 hours (six days) of academic instruction at the affiliates' home base. AMC Affiliation Workbook 36-101 Volume I and AMC Affiliation Workbook 36-101 Volume II, standard AMC syllabus, lesson plan, and visual aids package are used to teach the course. Successful course completion, receipt of training certification, and AMC Form 9, AMC Airlift Load Plan Certification, Figure B-1, constitutes authorization for a planning official to sign aircraft cargo manifests for air shipment of unit cargo and personnel.
 - (2) The Airlift Planners Course should be used in conjunction with a JA/ATT or other static load aircraft to the maximum possible extent. One additional day of training is required when combining the Affiliation Certification to include static load training.
- Note:** To attend Phase II certification, students must have successfully completed Phase I training. (Exception: Air Combat Command affiliated units are exempt from Phase I training provided students attend a host-base equipment preparation course and material covered meets affiliation training Phase I requirements validated by HQ AMC/3AOM).
- c. Unless a maximum number of students is previously coordinated with the AMCU responsible for administering training, a maximum of 25 students or a minimum of 10 are allowed for Phase II certification.
- d. If training objectives cannot be met, AMCU affiliation instructors may cancel training. However, they must first consult the theater airlift liaison officer or AMC Liaison Officer and/or the installation office of primary responsibility for affiliation program management.
- e. Classes with less than 10 students, inadequate facilities, equipment not prepared for air shipment according to established procedures, insufficient quantities of equipment to support training needs, or delays precluding efficient use of remaining allocated time all constitute justification for cancellation. This will preclude issuance of training completion certificates. Students attending classes, canceled prior to completion, must be rescheduled to attend another class in its entirety.

- f. Graduates of Phase II will be certified as aircraft load planners with certification valid for 24 months. AF Form 1256, Certificate of Training, and the AMC Form 9, Figure B-1, will serve as source documents. Recertification may be accomplished by completing an initial affiliation-training course, attending refresher/recertification training, or attending a Service school authorized to certify aircraft load planners.

AMC AIRLIFT LOAD PLAN CERTIFICATION	
NAME (Last, First, MI)	ORGANIZATION
NAME OF CERTIFIER (Last, First, MI)	ORGANIZATION OF CERTIFIER
SIGNATURE	DATE
EXPIRATION DATE	LOCAL CONTROL NUMBER
REMARKS	

AMC FORM 9, MAR 93

Figure B-1. AMC Airlift Load Plan Certification

3. Refresher/Recertification Training. Prior to scheduling yearly training, each AMCU will contact affiliated units to inform them of when refresher/recertification training will be offered. Unit POCs are encouraged to monitor certification expiration dates of all assigned personnel who are load planning certified. A one day refresher/certification will be offered prior to the start of Phase II training. A written exam and a practical exercise will be administered. Upon completion, students will be issued a new AMC Form 9, which will be valid for 24 months. Students who do not successfully complete this training will be decertified and must attend an initial course.
4. Service Schools. All policies that apply to affiliation certification also apply to Service schools. As authorized and directed by HQ AMC/3AOM Affiliation Manager, the following Service schools are authorized and accredited through HQ AMC/A33M to certify aircraft load planners:
 - a. Expeditionary Warfare Training Group Pacific, San Diego, CA.
 - b. US Army's Transportation School's, Air Deployment Planning Course, Ft. Eustis, VA.
 - c. 82d Airborne Division, Advanced Airborne School, Ft. Bragg, NC.
 - d. 101st Airborne Division (Air Assault), Strategic Deployment School, Ft. Campbell, KY.

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